

**River Grove Public Library District  
General Board Meeting Minutes  
MAY 11, 2022**

**CALL TO ORDER:**

President Conway called the meeting to order at 6:01 p.m.

Roll:

Mr. McManus	Absent
Ms. Angelico	Present
Mr. Prokop	Absent
Ms. Carvajal	Present
Ms. Asbury	Present
Ms. Mazza	Present
Mr. Conway	Present
Record Shows:	5 Present, 2 Absent
Also Present:	Yuli Melnyk, Director
	Toula Anastos, Administrative Assistant

**GUESTS:**

**APPROVAL OF MINUTES:**

A. Ms. Angelico motioned to approve the General Board Meeting Minutes for April 13, 2022 as presented.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

1. A certified letter addressed to Mr. Conway was from LIMRICC, our last health insurance company. They are requesting a past due payment in the amount of \$9,642. This payment was sent in March.
  
2. The Village of Elmwood Park is inviting us to participate in their parade that will be held on the 4<sup>th</sup> of July. Applications are due by June 1, 2022. Ms. Melnyk declined the participation; however, Mr. Conway wants to participate. Ms. Angelico continued reading the letter, noting that all applicants be in position and ready to go by 8:45 am. All participating must be in a vehicle. No marchers/walkers will be allowed. There is no cost for participation.
  
3. An anonymous letter was sent to the board thanking us for permitting River Grove’s residents to have an opportunity to express their opinions and thoughts. The writer also

noted that if we would like any of this to qualify for an Amazon card, to use it to buy something for the youth baseball teams.

Mr. Prokop joined the meeting at 6:05 pm.

#### **TREASURER'S REPORT:**

Ms. Carvajal read the April 2022 Treasurer's Report and informed the board on what was deposited, the disbursements, and the balance of each of our accounts.

Ms. Mazza motioned to accept the March 2022 Treasurer's Report as presented.

Mr. Prokop second.

Roll:

Mr. McManus	Absent
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays
Motion Carries.	

#### **BILLS FOR APPROVAL:**

Ms. Angelico motioned to approve the Bills for Approval as presented on May 11, 2022.

Ms. Carvajal second.

Roll:

Mr. McManus	Absent
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays
Motion Carries.	

#### **PRESIDENT'S REPORT:**

Mr. Conway noted that we received a summary of the survey taken. In June we will be receiving the final report. There were lots of positive comments on how great our staff is. Ms. Conway asked Ms. Melnyk to convey that message to our staff and that the community recognizes them and appreciates their services. The final report should be out by late May or early June and as soon as

the final report is out, we will have an Ad Hoc Committee Meeting. Mr. Conway will email the board member as soon as he knows.

### **LIBRARY STATUS REPORT:**

- a. Ms. Melnyk purchased 2 desks for the Tech Room from ULINE and hired a Tasker to assemble them. The desks that Ms. Melnyk ordered are commercial grade. We will be purchasing 3 more desks for staff.
- b. We hired a new circulation clerk this week and we will be hiring more staff to fill in for summer reading and substitute when staff is on vacation or temporary leave.
- c. Ms. Melnyk is getting quotes to repair the roof leaks. The current verdict is the roof is not leaking but it is coming from a huge crack under our A/C unit in the base that it is sitting on.
- d. Ms. Melnyk is reaching out to Financial consultants to see how to modernize and streamline our accounting practices. We should also begin paying some of our bills on line such as our utility and insurance bills.
- e. Ms. Melnyk would like the board to address a Plan of Action; Where are we going? It is time to review our Strategic Plan that is expiring next year. Sarah who is did the needs assessment is also good with working on a Strategic Plan and we may want to consider her to consult us.
- f. Our board member did not receive an email from the Cook County Clerk's Office to file their Statement of Economic Interest (SEI) before the deadline of May 1<sup>st</sup>. All of our board members received a fine of \$15.00 except for Mr. Prokop who called the Cook County Clerk's Office and was able to file his on time. Mr. Conway mentioned that the library will reimburse the board members for the \$15.00.

Ms. Angelico motioned to approve the Library Status Report as presented.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

### **COMMITTEE REPORTS:**

#### **A. Ad Hoc Committee**

No Report.

### **BUILDING AND GROUNDS:**

- a. Stanley Steamer came and cleaned our carpets.

b. The dock doors are scheduled to be installed on Monday, May 16, 2022.

**OLD BUSINESS:**

**A. Discussion of staff pay rates and new fiscal year increases.**

Ms. Melnyk presented a pay rate increase for staff starting at 5% and moving upwards for the board to review. Discussion occurred on looking at an increase starting at lesser percentages. The majority of the board agreed to start at a 5% increase due to record breaking inflation. Mr. Prokop let the board know that we should be considering on remaining within our levy and all of these come with other costs.

This is tabled for next month.

**B. Resolution to approve buying new desks and chairs for staff.**

Ms. Melnyk presented a quote from ULINE to purchase 3 new desks, 4 pedestals, and 2 plastic picnic tables for outside in the amount of \$4,555.00. Ms. Angelico inquired who the taskers were that put the desks together. Ms. Melnyk informed the board that she hired TaskRabbit to do the job.

Mr. Conway had questions on the plastic picnic tables and would like to see the quote without the picnic tables and would like to see the quote in the packets.

Mr. Conway motioned to table this for next month.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

**NEW BUSINESS:**

**A. Resolution to approve a pay rate for the Maintenance Tech position.**

Ms. Melnyk is currently posted this position on our website and it will be posted in RAILS and the board would also like to have more community involvement when we post jobs such as putting them on our twitter and face book pages and also posting them the Triton Career Center. The position will be for 25 hours a week.

Ms. Mazza motioned to approve the pay rate of \$16 - \$23 per hour depending on qualifications for the Maintenance Tech Position.

Ms. Angelico second.

Roll:

Mr. McManus	Absent
Ms. Angelico	Aye
Mr. Prokop	Present
Ms. Carvajal	Aye

Ms. Asbury                      Aye  
Ms. Mazza                      Aye  
Mr. Conway                    Aye  
Record Shows:                5 Ayes, 1 Present, 1 Absent, 0 Nays  
Motion Carries.

**B. Resolution to approve a pay rate for the Business Manager position.**

Ms. Melnyk started the discussion by changing the pay rate to begin at \$19-\$23. Ms. Anastos then inquired how she believed that her title was changed from Administrative Assistant to Business Manager being that the responsibilities of the Business Manager are the same as hers. Then Ms. Melnyk stated that they created a new position and this will need to be posted.

Mr. Conway then told Ms. Anastos that she was still the Administrative Assistant and is to continue that job description. Mr. Prokop then inquired therefore the Business Manager position is what Ms. Anastos is doing. Mr. Conway said that it is somewhat similar and we are going to have an Administrative Assistant position and leave the Business Manager position open for now.

Mr. Prokop inquired that if Ms. Anastos is doing the Business Manager's duties, why do we need to create this position? Ms. Melnyk noted that whenever we replace the administrative assistant we created a position that is more fitting to the role. Mr. Conway went further by saying that right now we have a person who is not qualified to manage the financial portion of the library. He believes the library needs someone who is qualified and has a background in finance. He also claimed that records are not being kept properly and reports that were asked for have not been produced. Discussion occurred between Mr. Conway and Mr. Prokop on producing a working budget for the board monthly. Mr. Prokop defended Ms. Anastos on how she has produced a working budget in the past and can do that for us now. Mr. Conway then went on and told Mr. Prokop that Ms. Anastos had told him that she does not want to do that because it is not part of her job. Ms. Anastos denied ever telling Mr. Conway any such thing. Mr. Prokop asked if we can have Ms. Anastos produce a working budget and Mr. Conway said "NO".

Ms. Angelico inquired if the library can afford to have a business manager and an administrative assistant. Mr. Conway replied that for now we are approving the job title and pay rate. We are not approving to hire someone right now. The position needs to exist for the future. Mr. Conway informs the board that we are looking at several options. One option is not hiring a business manager and just hiring a consultant, therefore, we need to have both options available to us. These are recommendations from our consultant, Kathy Parker. Mr. Prokop inquired if we had any problem with our finances? Mr. Prokop again asked if Mr. Conway would like to have a monthly tally of our expenditures? Mr. Conway said that we have already asked for this. Our consultant has asked for months. Ms. Anastos replied that whatever Ms. Parker asked for she gave her. More discussion occurred regarding on what happens when Ms. Anastos is absent. No one knows how to access any documents that may be needed when she is absent. We will be looking at these options. Ms. Melnyk is preparing to find a consultant and will be presenting this next month.

Mr. Conway motioned to make an amendment under salary starting at \$18-\$23 per hour depending on qualifications.

Ms. Angelico second.

Record Shows: 5 Ayes, 1 Nay, and 1 Absent

Motion Carries.

Ms. Mazza motioned to approve the pay rate starting salary at \$18-\$23 per hour for the Business Manager position.

Ms. Carvajal second.

Roll:

Mr. McManus Absent

Ms. Angelico Aye

Mr. Prokop Nay

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 1 Nay

Motion Carries.

**C. Resolution to approve the purchase of tents and picnic tables.**

Mr. Conway motioned to table the approval of the purchase of tents and picnic tables until we have a more comprehensive plan.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

**PUBLIC COMMENTS**

There were no public comments.

Mr. Conway motioned to discuss the hiring of a broker for the 3 properties listed below under Executive Session public.

We have had 2 attempts on selling the property on 8631 W. Grand Ave. and 8502 Center Ave. Mr. Conway spoke with our attorney, Denis Walsh, who suggested that we counter the one bid we received in the amount of \$180K. Mr. Conway spoke with the representative, who gave us the bid in the, and was firm on the price. Mr. Walsh also brought up a good point that if we were to hire a broker there would be fees at the closing that would account for about 10% of the sale price. Mr. Conway suggested that we counter the offer at \$220,000 and stay firm at this amount.

Discussion began on the appraisals that Mr. Prokop felt that the appraisal for the property on Grand Ave. was high and the appraisal at Center Ave. seemed drastically low. Mr. Conway noted that the appraisal on Center Ave. was due to 3 comparables. There was of a lot on Spruce St. which sold for \$60K, a lot on Marwood Ave which sold for \$100K, and one more. Our bid was matching the price per square foot basically of those three lots. Mr. Prokop would like to see those appraisals and Mr. Conway will send them to him. In the meantime, if we counter the bid, we will have to publish it to others with the higher bid and begin the bid process again. Mr. Conway suggested that we do hire a broker for the sale of the house on Center Ave. He also feels that the lot on Grand Ave. will be more difficult to sell. The Grand Ave. lot was appraised high because of the recent sales on Thatcher Ave and commercial sales of \$2.2Million that were down the street on Grand.

Discussion on the sale price of Center Ave being to low began. Ms. Mazza noted that if want to gain the trust of the residents of River Grove the lots need to be sold and Mr. Prokop believes it is doing a dis-service to the community by selling it this low.

Ms. Mazza motioned to counter the offer in the amount of \$220K.

Ms. Carvajal second.

Roll:

Mr. McManus	Absent
Ms. Angelico	Aye
Mr. Prokop	Nay
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	5 Ayes, 1 Absent, 1 Nays

Motion Carries.

Next month we will put another bid out and we will be gathering quotes from brokers.

### **EXECUTIVE SESSION**

a. Discussion of hiring a broker for the three available properties owned by the library at 8631 W. Grand Ave., 8500 Center Ave., and 8502 Center Ave. {5 ILCS 120/2(c)(6)}

### **ADJOURNMENT:**

Mr. Prokop motioned to adjourn out of regular session at 7:06 pm.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kim Asbury  
Board Secretary

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